



**Agency Records Disposition Schedule**

Department: Missouri Courts

Section: Information Technology

Division: Office of State Courts Administrator

Sub-Section:

**TITLE:** Business Continuity Plans

**CUTOFF:** WSO

**DESCRIPTION:** Information technology and data, backup, recovery and disaster contingency plans for the judicial data centers and computer operations, including personal computers as well as the data center.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23338

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Court Automation Committee and Subcommittee Minutes and Agendas

**CUTOFF:** EOCY

**DESCRIPTION:** Agendas and approved meeting minutes for Ad Hoc Subcommittees of the Missouri Court Automation Committee; includes materials distributed at meetings per 476.055 RSMo.

**RETENTION:** Years: 25 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23348

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Custom Operating System Records

**CUTOFF:** Life of Equipment

**DESCRIPTION:** Vendor hardware drivers or source code for unique operating systems, plus documentation, manuals, technical specifications and users manuals required to operate specific equipment.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23335

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Missouri Courts

Section: Information Technology

Division: Office of State Courts Administrator

Sub-Section:

**TITLE:** Daily Backup Documentation

**CUTOFF:**EOCY

**DESCRIPTION:** Tracks successfully completed daily computer backups and notes problems to be resolved.

**RETENTION:** Years: Months: Days: 42

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23344

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Fixed Assets Change Forms

**CUTOFF:**EOSFY

**DESCRIPTION:** Form filled out by counties changing status of inventory items in the state accounting fixed asset tracking system.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23345

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Help Desk Requests

**CUTOFF:**EOCY

**DESCRIPTION:** Information retained in the current help desk application for the Judiciary including requests, activity, resolutions, correspondence and statistical data.

**RETENTION:** Years: 15 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23339

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Missouri Courts

Section: Information Technology

Division: Office of State Courts Administrator

Sub-Section:

**TITLE:** Information Technology Operations Technical Manual

**CUTOFF:** WSO

**DESCRIPTION:** Server and workstation build checklists updated as technology changes. Instructions which define the applications and procedures to install software and prepare the device for use.

**RETENTION:** Years: 2 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23341

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Infrastructure Documentation of Local Court Configurations

**CUTOFF:** Life of Building

**DESCRIPTION:** Record of all existing configurations and changes regarding wiring, technology installation, and infrastructure for all courthouses in State of Missouri.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23340

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Judicial Information System (JIS) Deletions

**CUTOFF:** Execution of request

**DESCRIPTION:** Requests and confirmation of deletions from JIS.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23337

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Missouri Courts

Section: Information Technology

Division: Office of State Courts Administrator

Sub-Section:

**TITLE:** Monthly Statistical Reports

**CUTOFF:** End of Month

**DESCRIPTION:** Help Desk and Information Technology statistical reports used for internal updates.

**RETENTION:** Years: Months: Days: 30

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23342

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Non-Disclosure Agreements

**CUTOFF:** Completion of contract

**DESCRIPTION:** Agreements which inform contractors that information provided by Office of State Court Administrator shall be privileged and confidential.

**RETENTION:** Years: 10 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23347

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Security Database for Changes, Actions and Terminated Users

**CUTOFF:** Termination of access

**DESCRIPTION:** Forms submitting official requests for a change to a user's computer access, creation of new users and termination of users no longer authorized, as requested by an Appointing Authority or designee.

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Used in random security audits.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23346

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



Agency Records Disposition Schedule

Department: Missouri Courts

Section: Information Technology

Division: Office of State Courts Administrator

Sub-Section:

**TITLE:** Site Code Standards

**CUTOFF:** WSO

**DESCRIPTION:** Internet Protocol addressing standards for Office of State Court Administrator network established by the Missouri Court Automation Committee.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23343

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Software Documentation

**CUTOFF:** Life of Software

**DESCRIPTION:** Software or source code plus design and documentation; manuals; functional and technical specifications; users manuals for commercial off-the-shelf software; vendor specific software; in-house software; non-unique hardware operating systems; operation and implementation test plans and results. Documentation for un-implemented as well as implemented software.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23336

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Surveys and Information Gathering Tools

**CUTOFF:** Completion of survey

**DESCRIPTION:** Tools used by the Office of State Courts Administrator to gather information on specific activities of courts to provide analysis basis for Missouri Court Automation Committee decision making. Both traditional surveys in written and electronic form as well as realtime response surveys which generate a survey report including the questions and respondent answers are included.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23350

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Missouri Courts

Section: Information Technology

Division: Office of State Courts Administrator

Sub-Section:

**TITLE:** Vendor Work Papers

**CUTOFF:** Completion of project

**DESCRIPTION:** Surveys, interview, and other information gathering tools used by vendors to produce formal work products. This is information generated by the vendor in the course of work performed, but is not the final product or deliverables. Once the final deliverable is submitted, working papers are not referenced.

**RETENTION:** Years: 0 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23349

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010